



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	City Engineer
Class Code Number	

General Statement of Duties

Directs, manages, supervises, and coordinates all functions and activities of the Engineering Department, including Utilities Operations and Property Management; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to direct, manage, supervise, and coordinate all functions and activities of the Engineering Department, including Utilities Operations and Property Management. The work is performed under the direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and field environment.

Examples of Essential Work (Illustrative Only)

- Directs all services and activities of Engineering, Utilities Operations, and Property Management, including conducting meetings with staff to ensure that essential services are provided, ensuring staff are properly trained, establishing adequate workforce and equipment, and implementing evaluation and discipline measures as required;
- Plans, develops, and administers department policies, priorities, and work plans, including identifying and resolving problems, monitoring workflow by staff, reviewing and evaluating work procedures, methods, and products, and establishing policies and priorities as required;
- Develops, administers, and oversees the department budget and 5-year Capital Improvement Program, including annual division budgets and expenditures;
- Responds to and resolves complex and controversial issues, including developing and managing a program to address and resolve inquiries and complaints from the public, training staff to respond to complaints, and resolving difficult or significant issues beyond staff ability;

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- Serves as a liaison to other City departments, other agencies, and the general public, including participating in City Council meetings, making presentations at community meetings, representing the City before State agencies, and participating in lobbying efforts on local, State, and Federal levels;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of State and Federal laws pertaining to employment, environment, contracting and funding;
- Comprehensive knowledge of operations and methods associated with engineering, traffic and signals, utilities operations relative to water and wastewater treatment, and property management;
- Comprehensive knowledge of principles and practices of public administration, including budget preparation, program development, and employee relations;
- Comprehensive knowledge of pertinent Federal, State, and local laws, codes, and regulations;
- Ability to direct, develop, coordinate, and empower staff;
- Ability to provide administrative leadership and organizational support;
- Ability to respond to community and City Council issues and concerns effectively;
- Ability to administer large, complex budgets and projects;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in Civil Engineering; and
- Extensive (seven or more years) public administration and civil engineering experience, with considerable supervisory experience.

Required Special Qualifications

- California Professional Civil Engineer Registration;
- Valid Class C State of California Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office and field environment.